

PAYROLL
PLANNING CALENDAR

OCTOBER 2017
Centralized Departments

COLLEGE OF
LETTERS & SCIENCE

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	3 STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	4 HRS/JEMS FORMS FOR 10A / 2017 DUE BY 4 P.M.	5	6 HRS/JEMS FORMS FOR 11M / 2017 DUE BY 4 P.M. FA, AS, LI LEAVE REPORTS FOR SEPTEMBER AND MISSING REPORTS DUE BY 4 P.M.	7
8	9	10	11	12 *** EARLY DEADLINE *** 10A / 2017 TIMESHEETS DUE BY 9 A.M.	13 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: CLEAR EXCEPTIONS BY 2 P.M.	14
15	16 *** EARLY DEADLINE *** STUDENT HELP PAYROLL: APPROVE HOURS BY 2 P.M.	17 EMPLOYEE BENEFITS FAIR 11 A.M. TO 7 P.M. UNION SOUTH	18 HRS/JEMS FORMS FOR 10B / 2017 DUE BY 4 P.M.	19	20	21
22	23 * NON-REG DEADLINE * COMMUNICATE ALL 10M / 2017 DISCREPANCIES TO L&S HR/PAYROLL BY 12 P.M.	24	25	26	27 10B / 2017 TIMESHEETS DUE BY 9 A.M. ANNUAL BENEFITS ENROLLMENT ENDS	28
29	30	31	11/1 HRS/JEMS FORMS FOR 11A / 2017 DUE BY 4 P.M.	11/2	11/3	11/4

Deliver all payroll information to: PAYROLL, South Hall Mail Room, 102 South Hall